



# COMMONWEALTH OF KENTUCKY JOB CLASS SPECIFICATION

## CONSULTING SERVICES MANAGER

Job Number: 20001737

Job Code: 93310V000101

Job Group: 9300 - PERSONNEL MANAGEMENT AND TRAINING

Job Established: 02/01/1984

Job Revised: 01/16/2011

Grade: 17 Salary (MIN - MID):

\$24,055-\$31,869 - Hourly

\$3,908.94-\$5,178.72 - 37.5 Hr. Monthly Salary

\$4,169.54-\$5,523.96 - 40 Hr. Monthly Salary

Special Entrance Rate:

NONE

NONE

NONE

### PROBATIONARY PERIOD:

This job has an initial and promotional probationary period of 6 months. For additional information refer to: <http://www.lrc.ky.gov/kar/101/001/325.htm>.

**CHARACTERISTICS OF THE JOB:** *Characteristics of a job are general statements indicating the level of responsibility and discretion of positions in that job classification. These are not intended to be an exhaustive list.*

Manages a programmatic branch of the Governmental Services Center; and performs other duties as required.

### MINIMUM REQUIREMENTS:

#### **EDUCATION:**

Graduate of a college or university with a bachelor's degree.

#### **EXPERIENCE:**

Must have five years of professional experience in organizational communication; or planning, evaluating or conducting staff development training courses; or leading/facilitating organizational change, strategic planning or process improvement; or human resource management/supervision; or consulting, executive leadership or teaching.

#### **Substitute EDUCATION for EXPERIENCE:**

A master's degree in human resource development, organizational development, organizational psychology, public administration, business administration, communication or a related field will substitute for one year of the required experience.

#### **Substitute EXPERIENCE for EDUCATION:**

Experience in organizational communication; or planning, evaluating or conducting staff development training courses; or leading/facilitating organizational change, strategic planning or process improvement; or human resource management/supervision; or consulting, executive leadership or teaching will substitute for the required education on a year-for-year basis.

#### **SPECIAL REQUIREMENTS (AGE, LICENSURE, REGULATION, ETC.):**

NONE

**EXAMPLES OF DUTIES OR RESPONSIBILITIES OF THE JOB CLASSIFICATION:** *Examples of duties or responsibilities are not to be construed as describing what the duties or responsibilities of any position shall be and are not to be construed as limiting the appointing authority's ability to assign, or otherwise alter the duties and responsibilities of a position. This is not intended to be an exhaustive list.*

Develops, recommends, evaluates, administers, and coordinates policies, procedures, and processes to achieve objectives of the Governmental Services Center at Kentucky State University. Designs, validates and administers assessment instruments used in the evaluation of training programs. Participates in the development of enterprise-wide training objectives. Participates in human resources development planning and career counseling, manages the Certified Public Manager program, coordinates career managers programs, and/or directs all applied research activities. Participates in the recruitment and selection of new personnel. Supervises and assigns work to personnel. Provides input to agency budget. Develops interim and final branch reports on outputs and outcomes. Develops and produces grant applications and controls execution of approved grants. Represents the director in the director's absence.

**UNIQUE PHYSICAL REQUIREMENTS:**

**TYPICAL WORKING CONDITIONS:** *Incumbents in the job will typically perform their job duties under these conditions.*

Incumbents working in this job title perform duties in an office setting. Minimal travel may be required.

**ADDITIONAL REQUIREMENTS:**

Upon appointment, employees in this class may be required to maintain a valid driver's license and required to drive a licensed vehicle. This status may be necessary for the length of time in this class. If this is necessary it will be listed in the specific position description for that position. Applicants and employees in this job title may be required to submit to a drug screening test and background check. Applicants and employees in positions which perform job duties that may require contact with offenders in the custody or supervision of the Department of Corrections or with youth in the care, custody, or supervision of the Department of Juvenile Justice must meet qualifications pursuant to the federal Prison Rape Elimination Act, 28 C.F.R.115.17 and 115.317.

*THE COMMONWEALTH OF KENTUCKY DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN, SEXUAL ORIENTATION OR GENDER IDENTITY, ANCESTRY, AGE, DISABILITY, POLITICAL AFFILIATION, GENETIC INFORMATION OR VETERAN STATUS IN ACCORDANCE WITH STATE AND FEDERAL LAWS.*